



# **Berkeley Unified School District**

Facilities Management

Comprehensive  
Review

January 2005

**Administrative Agent  
Larry E. Reider  
Office of Kern County  
Superintendent of Schools**

Chief Executive Officer  
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# 1.4 School Safety - Restrictions on Flammable and Toxic Materials

## Legal Standard

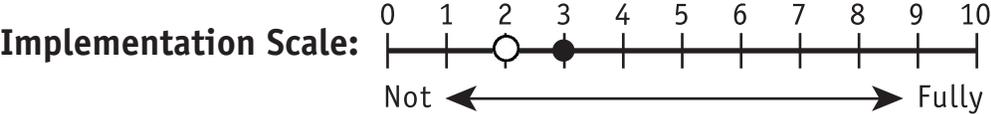
The district should ensure that the custodial and maintenance staff are regularly informed of restrictions pertaining to the storage and disposal of flammable or toxic materials. [EC 49341, 49401.5, 49411, F&AC 12981, H&SC 25163, 25500-25520, LC 6360-6363, CCR Title 8 §5194]

## Progress on Recommendations and Improvement Plan

- 1. No board policies or associated administrative regulations have been adopted by the Governing Board regarding the distribution of Material Safety Data Sheets (MSDS) sheets.
- 2. The Governing Board has not adopted any board policies or associated regulations regarding the purchasing, storing, and handling of hazardous materials.
- 3. Ongoing training is provided by the operations supervisors upon hiring of staff, and annual training is also scheduled.
- 4. A list of hazardous substances was not available at any of the sites visited. Because the custodial contract was recently put out to bid, and new chemicals will likely be purchased, the creation of new MSDS binders has been temporarily postponed.
- 5. It could not be determined whether a list existed that could be provided to the fire department as recommended.
- 6. No outside contractors were available at the sites visited to indicate whether they had been notified of the hazardous materials existing on the sites.

## Standard Implemented: Partially

July 2003 Rating: 2  
January 2004 Rating: Not Reviewed  
July 2004 Rating: 2  
January 2005 Self-Rating: None Provided  
January 2005 New Rating: 3



# 1.6 School Safety - Monitoring of Bus Loading/Unloading Areas for Safety

## Professional Standard

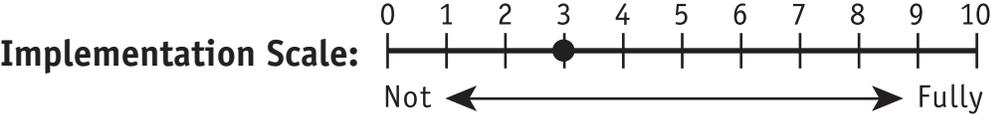
Bus loading and unloading areas, delivery areas, and parking and parent loading/unloading areas are monitored on a regular basis to ensure the safety of the students, staff, and community. Students, employees, and the public should feel safe at all times on school premises.

## Progress on Recommendations and Improvement Plan

1. Most of the sites observed had not implemented improved parental supervision measures. At one site, the staff greeted students as they departed buses, but there was no supervision where parents were dropping off their children. Students were still being delivered across the street from schools and allowed to cross the street unescorted by a parent or guardians.
2. Adults supervised students during the main school day in most cases, but students on the site for before- and after-hour activities had little adult supervision.
3. The gates that allow easy access to the campuses that were mentioned in previous reports are still chained, but not securely locked. A visitor was still able to enter the campus with little effort.
4. The district has increased safety training for employees and should continue to emphasize the need to focus on students outside of the classrooms.
5. The fencing around the work sites visited was adequate, however, in some instances, fencing was not closed before and after equipment was moved and could allow students access to the work sites.

## Standard Implemented: Partially

July 2003 Rating:	3
January 2004 Rating:	3
July 2004 Rating:	Not Reviewed
January 2005 Self-Rating:	None Provided
January 2005 New Rating:	3



# 1.8 School Safety - Graffiti and Vandalism Abatement Plan

## Professional Standard

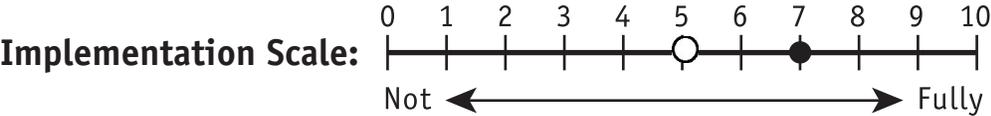
The district has a graffiti and vandalism abatement plan. The district should have a written graffiti and abatement plan that is followed by all district employees. The district provides district employees with sufficient resources to meet the requirements of the abatement plan.

## Progress on Recommendations and Improvement Plan

1. The Governing Board has not developed a policy regarding the proper handling of graffiti and vandalism at schools.
2. The district continues to work closely with local law enforcement on graffiti and vandalism.
3. No unabated graffiti could be found at the sites visited. All the sites had some areas that had been painted over with similar colors. All site personnel interviewed indicated they had achieved effective control of graffiti with implementation of the district's weekly painting program.
4. Site personnel had adequate equipment and supplies to handle minor graffiti incidents and receive strong support when larger incidents occur.

## Standard Implemented: Partially

July 2003 Rating:	5
January 2004 Rating:	Not Reviewed
July 2004 Rating:	Not Reviewed
January 2005 Self-Rating:	None Provided
January 2005 New Rating:	7



# 1.10 School Safety—Conduct of Required Fire Drills

## Legal Standard

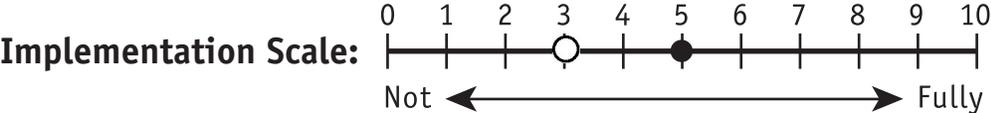
Each elementary and intermediate school at least once a month, and in each secondary school not less than twice every school year, shall conduct a fire drill. [EC 32000-32004, 32040, CCR Title 5 §550]

## Progress on Recommendations and Improvement Plan

1. On May 21, 2003, the Governing Board adopted board policy No. 3516, directing the Superintendent or designee to develop and maintain a disaster preparedness plan to address certain emergencies, including procedures to follow in case of a fire.
2. It could not be determined whether actual procedures had been adopted. However, all sites visited were performing fire drills. This was verified by reviewing the fire drill logs maintained in the school offices.
3. It could not be determined whether procedures exist to verify that fire drills are being reported to the central office.
4. It could not be determined whether procedures exist to verify that central office personnel follow up on fire drills that are not being reported to the central office.
5. All sites visited had some type of first aid kit or emergency kit in each classroom as well as emergency bags in the school office.

## Standard Implemented: Partially

July 2003 Rating: 3  
January 2004 Rating: Not Reviewed  
July 2004 Rating: Not Reviewed  
January 2005 Self-Rating: None Provided  
January 2005 New Rating: 5



# 1.14 School Safety—Sanitation is Maintained and Fire Hazards are Corrected

## Legal Standard

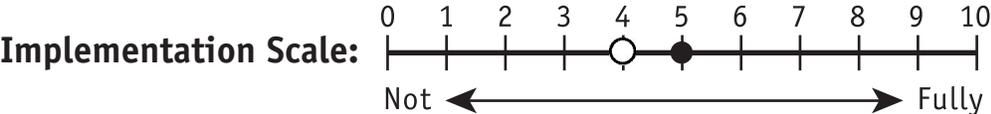
Sanitary, neat, and clean conditions of the school premises exist, and the premises are free from conditions that would create a fire hazard. [CCR Title 5 §633]

## Progress on Recommendations and Improvement Plan

1. A search of Governing Board policies posted on the district’s Web site indicated that there are no policies relating to sanitation hazards and the need to correct them immediately.
2. Despite the lack of board policies, the Director of Maintenance provides annual training on site safety and cleanliness based on industry standards.
3. The annual training also focuses on making sure the staff is aware of proper cleaning standards.
4. As concluded in the previous six-month progress report, this recommendation is not implemented consistently at all campuses. The safety and cleanliness of the campuses is not based on a standard level of safety or cleanliness. Conditions range from outstanding at lower grade level schools to needing improvement at the middle grade schools to adequate at the high school.
5. Supervisors continue to evaluate the staff annually. Appropriate comments are made to the employee, actions are taken and monitoring occurs during the following evaluation period.
6. Fewer hazards were noted by the review team and brought to the attention of either the Principal or Vice Principal. The hazards observed consisted mainly of containers piled in front of electrical panels and obstructions in front of some exits.
7. There is apparently no incentive program for maintaining clean and fire safe campus conditions. This may be due in part to the lack of a board policy allowing for such a program and detailing how incentives would be determined.

## Standard Implemented: Partially

July 2003 Rating:	4
January 2004 Rating:	Not Reviewed
July 2004 Rating:	4
January 2005 Self-Rating:	None Provided
January 2005 New Rating:	5



# 1.16 School Safety—Fire Extinguishers and Inspection Information Available

## Legal Standard

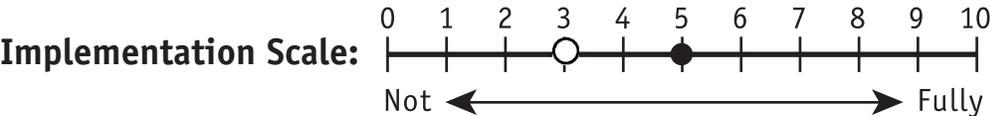
Appropriate fire extinguishers exist in each building and current inspection information is available. [CCR Title 8 §1922(a)]

## Progress on Recommendations and Improvement Plan

1. As mentioned in the previous six-month progress report, the majority of the buildings visited had appropriate fire extinguishers. In a few cases, classroom fire extinguishers had tags indicating they had not been tested since 2001. Some food areas and stage areas lacked fire extinguishers. There should be an inventory sheet for each school site so that the person responsible for checking and charging the extinguishers knows how many extinguishers need to be checked. This person also should be able to validate that every fire extinguisher in the school was inspected and tagged.
2. Most of the schools had appropriate fire extinguishers installed but appropriate signage was missing. This could cause employees and the public to overlook the extinguishers in an emergency.
3. The district has implemented the back-up extinguisher program.

## Standard Implemented: Partially

July 2003 Rating: 3  
 January 2004 Rating: Not Reviewed  
 July 2004 Rating: Not Reviewed  
 January 2005 Self-Rating: None Provided  
 January 2005 New Rating: 5



# 1.19 School Safety—An Emergency Action Plan Exists

## Legal Standard

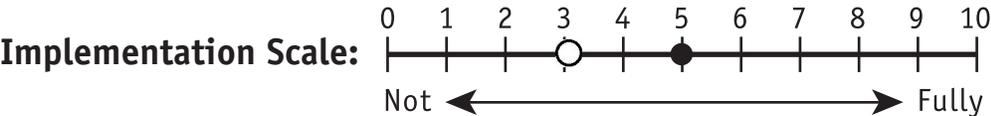
Each public agency is required to have on file written plans describing procedures to be employed in case of emergency. [EC 32000-32004, 32040, 35295-35297, 38132, 46390-46392, 49505, GC 3100, 8607] [CCR Title 8, §3220]

## Progress on Recommendations and Improvement Plan

1. On May 21, 2003, the Governing Board adopted board policy No. 3516, directing the Superintendent or designee to develop and maintain a disaster preparedness plan to address certain emergencies, including procedures to follow in case of a fire.
2. Each school visited had an emergency procedure posted in the classrooms. These appeared to be a standard procedure developed by the district.
3. A copy of the emergency and disaster planning document was not available.
4. Not all of the schools visited had a copy of the emergency plan, and only one school had actually customized it to the individual site. This project reportedly is a work in progress.

## Standard Implemented: Partially

July 2003 Rating: 3  
January 2004 Rating: Not Reviewed  
July 2004 Rating: Not Reviewed  
January 2005 Self-Rating: None Provided  
January 2005 New Rating: 5



# 1.21 School Safety—Compliance with Federal AHERA Laws

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## Legal Standard

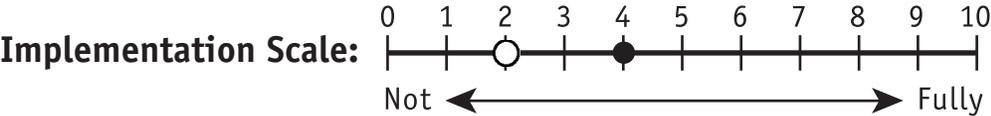
All asbestos inspection and asbestos work completed in the US is performed by Asbestos Hazard Emergency Response Act (AHERA) accredited individuals. [EC 49410.5, 40 CFR Part 763]

## Progress on Recommendations and Improvement Plan

1. No board policies have been adopted for the AHERA program
2. It was reported that all sites have been issued a copy of the plan, but none could locate them. With so many of the schools going through some level of modernization, it is likely that the AHERA report needs to be updated to reflect the abatement or capsulation of the asbestos. The Director of Maintenance and Operations will be visiting the sites to locate the plan and mark it for clear recognition.
3. The Director of Maintenance and Operations is scheduling training for all of her staff on the appropriate handling of asbestos-containing materials.

## Standard Implemented: Partially

July 2003 Rating:	2
January 2004 Rating:	4
July 2004 Rating:	Not Reviewed
January 2005 Self-Rating:	None Provided
January 2005 New Rating:	4



# 1.23 School Safety— Safety of Boilers and Fired Pressure Vessels

## Legal Standard

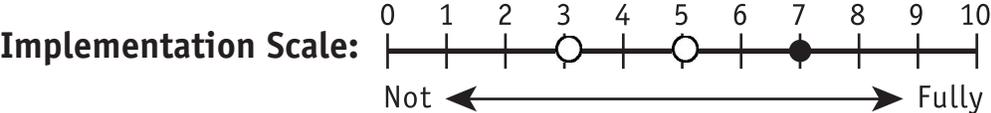
Safe work practices exist with regards to boiler and fired pressure vessels. [CCR Title 8 §782]

## Progress on Recommendations and Improvement Plan

1. During FCMAT's visits, the district maintenance person was working on the boilers at some of the schools to determine whether they were functioning properly and whether followup with the installer was necessary. All boilers had logs detailing the maintenance performed on them. Some logs contained more detail than others, but all included notes specifying the maintenance dates.
2. The Director of Maintenance each month emphasizes the importance of keeping the boiler rooms free of obstructions. The maintenance staff has attempted to keep the boiler rooms clear of storage materials. Only one school had a boiler room that had major obstructions limiting access to the boiler. The others were either free of all materials or temporarily stored a small amount of materials there during construction.

## Standard Implemented: Partially

July 2003 Rating:	3
January 2004 Rating:	5
July 2004 Rating:	Not Reviewed
January 2005 Self-Rating:	None Provided
January 2005 New Rating:	7



## 1.24 School Safety—Maintenance of Material Safety Data Sheets

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### Legal Standard

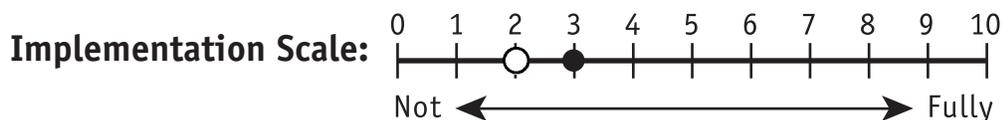
Maintenance of Materials Safety Data Sheets. [EC 49341, 49401.5, 49411, F&AC 12981, LC 6360-6363, CCR Title 8 §5194]

### Progress on Recommendations and Improvement Plan

1. No board policies have been adopted regarding the Material Safety Data Sheets (MSDS).
2. MSDS are requested from the supplier if they are not received with the initial delivery of the product. A binder containing all the sheets is maintained in the district office.
3. MSDS are not provided to all affected employees. Of the schools visited, only one school had a complete binder of all hazardous materials and chemicals for the school sites. This was developed by the previous Custodian.
4. The Maintenance Director and her staff review all MSDS when received to determine if new and significant information needs to be distributed to employees. However, this dissemination to employees does not occur in the form of updated MSDS binders to the sites.
5. No conversion to a computerized MSDS system has occurred.
6. The Director of Maintenance does perform ongoing training on many areas of custodial and maintenance practices, including chemical handling and proper storage and use of chemicals.

### Standard Implemented: Partially

July 2003 Rating:	2
January 2004 Rating:	Not Reviewed
July 2004 Rating:	2
January 2005 Self-Rating:	None Provided
January 2005 New Rating:	3



# 1.26 School Safety—Conduct of Periodic Safety Training for Employees

## Professional Standard

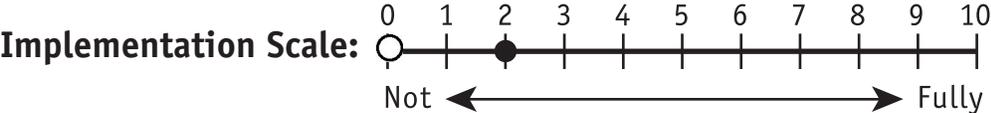
The district conducts periodic safety training for employees. District employees should receive periodic training on the safety procedures of the district.

## Progress on Recommendations and Improvement Plan

1. No board policies have been adopted regarding the periodic safety training of employees.
2. The Director of Maintenance and the Risk Manager are working together to develop a safety committee.
3. No periodic safety newsletter is being distributed. This was recommended again during the interview with the Director of Maintenance.
4. The Director of Maintenance and the Risk Manager are working together to determine the circumstances that require immediate attention for training sessions.
5. The district has not determined the district administrator who will be responsible for meeting the board policy requirements.
6. The Director of Maintenance has assumed responsibility for coordinating staff training in safe work practices. However, no district employee has been designated the coordinator of safety committee meetings.

## Standard Implemented: Partially

July 2003 Rating: 0  
January 2004 Rating: Not Reviewed  
July 2004 Rating: Not Reviewed  
January 2005 Self-Rating: None Provided  
January 2005 New Rating: 2



# 1.27 School Safety—Conduct of First Aid Training for School Site Personnel

## Professional Standard

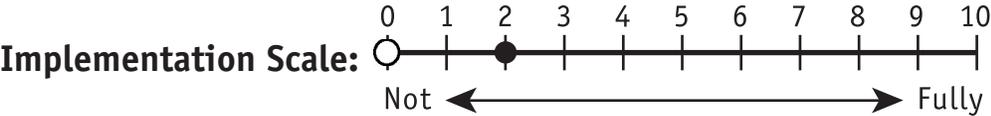
The district should conduct periodic first aid training for employees assigned to school sites.

## Progress on Recommendations and Improvement Plan

- 1. No board policies have been adopted regarding the periodic first aid training of school site employees. The district should update and expand its current board policies.
- 2. The Director of Maintenance and the Risk Manager are working together to identify the circumstances that require immediate attention for training. The district should designate by position the district administrator responsible for meeting the board policy requirements.
- 3. The district has not determined the district administrator who will be responsible for meeting the board policy requirements.
- 4. The Director of Maintenance has assumed responsibility for coordinating staff training in safe work practices. However, no district employee has been designated the coordinator of first aid training. The district should assign one administrator to coordinate first aid training.

## Standard Implemented: Partially

July 2003 Rating:	0
January 2004 Rating:	Not Reviewed
July 2004 Rating:	Not Reviewed
January 2005 Self-Rating:	None Provided
January 2005 New Rating:	2



## 2.14 Facility Planning—Collection of Statutory Developer Fees

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### Legal Standard

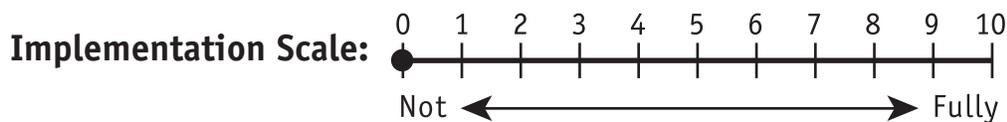
The district should collect statutory school fees. [EC 17620, GC 65995, 66000]

### Progress on Recommendations and Improvement Plan

1. The district reviewed financial needs as they relate to new construction and modernization needs. It was determined that the district would not collect developer fees since housing was already being affected by the tax associated with the general obligation bonds.
2. The district has ongoing discussions with the City of Berkeley regarding growth.
3. The district will not be collecting either residential or commercial/industrial school fees.

### Standard Implemented: Not Implemented

July 2003 Rating:	0
January 2004 Rating:	Not Reviewed
July 2004 Rating:	Not Reviewed
January 2005 Self-Rating:	Not Applicable
January 2005 New Rating:	0



## 8.4c Facilities Maintenance and Custodial—Generation and Purchase of Utilities

### Professional Standard

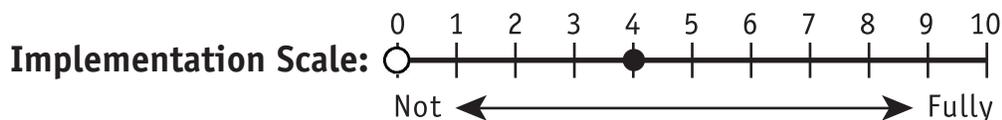
The district should analyze the possibility of using alternative energy sources as a means to reducing the financial impact of utilities on the district.

### Progress on Recommendations and Improvement Plan

1. The district contracted with an energy company to determine the feasibility of using alternative energy sources. It was determined that solar panels could function at the high school at a cost of approximately \$1 million, which was fiscally unfeasible. The district is continuing to work with the local energy company to determine whether the energy company may be willing to fund the installation costs and allow the district to pay the debt over time.
2. The district has not researched third party programs for purchasing power on the long-term basis.
3. The district has investigated the possibility of forming a JPA for purchasing power at lower rates, but has made little progress.

### Standard Implemented: Partially

July 2003 Rating:	0
January 2004 Rating:	Not Reviewed
July 2004 Rating:	Not Reviewed
January 2005 Self-Rating:	None Provided
January 2005 New Rating:	4



## 8.6 Facilities Maintenance and Custodial—Procedures for Evaluation of Maintenance and Operations Staff

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### Professional Standard

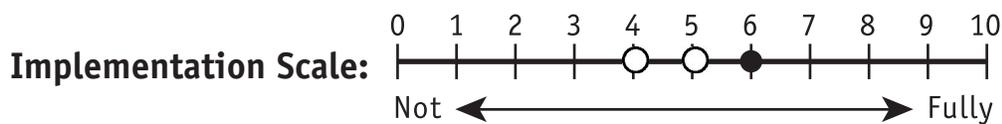
Procedures are in place for evaluating the work quality of maintenance and operations staff. The quality of the work performed by the maintenance and operations staff should be evaluated on a regular basis using a board-adopted procedure that delineates the areas of evaluation and the types of work to be evaluated.

### Progress on Recommendations and Improvement Plan

1. The maintenance and operations supervisors continue to evaluate all the staff annually, noting both positive and negative performance.
2. Part of the maintenance supervisors' evaluation of workers entails ensuring maintenance records are complete.
3. The Director of Maintenance performs annual in-service training for the maintenance supervisors to ensure they adhere to personnel standards for evaluation.
4. It could not be determined whether a higher level administrator reviewed evaluations.
5. An adequate level of maintenance supplies is available to the maintenance crew. It could not be determined whether inventory records were accurate regarding the level of inventory maintained.

### Standard Implemented: Partially

July 2003 Rating: 4  
January 2004 Rating: 5  
July 2004 Rating: Not Reviewed  
January 2005 Self-Rating: None Provided  
January 2005 New Rating: 6



## 8.11 Facilities Maintenance and Custodial—Implementation of a Planned Program Maintenance System

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### Professional Standard

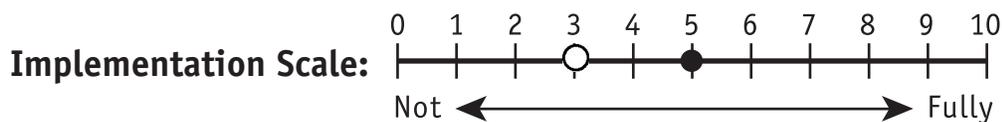
The district has implemented a planned program maintenance system. The district should have a written planned program maintenance system that includes an inventory of all facilities and equipment that will require maintenance and replacement. This program should include purchase prices, anticipated life expectancies, anticipated replacement timelines, and budgetary resources necessary to maintain the facilities.

### Progress on Recommendations and Improvement Plan

- 1 & 2. There is no board policy developed or adopted regarding Planned Program Maintenance.
3. The district has established as a priority the regularly scheduled replacement of floor coverings, interior and exterior painting on a 12-13 year cycle.
4. - 9. The calendaring of the other components of the Planned Program Maintenance system have not been developed. The main missing component is a board policy establishing what the components of the system should be. Aside from Measure BB revenues, no funding stream has been established for a program maintenance system due to the uncertainty of need.

### Standard Implemented: Partially

July 2003 Rating:	3
January 2004 Rating:	5
July 2004 Rating:	Not Reviewed
January 2005 Self-Rating:	None Provided
January 2005 New Rating:	5



## 9.2 Instructional Program Issues—Districtwide Technology Plan to Benefit all Sites

### Professional Standard

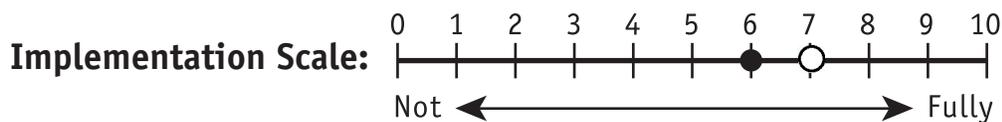
The goals and objectives of the technology plan should be clearly defined. The plan should include both the administrative and instructional technology systems. There should be a summary of the costs of each objective and a financing plan should be in place.

### Progress on Recommendations and Improvement Plan

1. The 62-page technology plan for 2003-06 has been posted on the district's Web site. While a great deal of information and details are included, critical portions are still missing, including ongoing funding for implementation and maintenance of the plan as noted in the analysis pages at the back of the technology plan.
2. Some resources noted in the plan to pay for implementation are no longer available due to federal and state budget cuts. These resources should be removed from the plan. The district needs to determine whether the loss of these funds will result in other district funds being diverted from other programs for technology.
3. It could not be determined whether any technology policy decisions had been made. No Governing Board policies regarding technology were available on the district's Web site.

### Standard Implemented: Partially

July 2003 Rating:	7
January 2004 Rating:	Not Reviewed
July 2004 Rating:	7
January 2005 Self-Rating:	None Provided
January 2005 New Rating:	6



## 10.2 Community Use of Facilities—Compliance with Civic Center Act for Community Use

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### Professional Standard

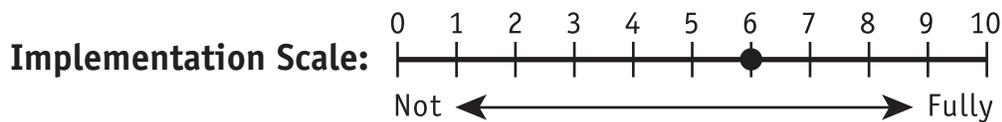
Education Code Section 38130 establishes terms and conditions of school facility use by community organizations, in the process requiring establishment of both “direct cost” and “fair market” rental rates, specifying what groups have which priorities and fee schedules.

### Progress on Recommendations and Improvement Plan

- 1.-4. No information could be obtained on this standard. Board policy No. 1330, which directs the administration to determine the fair rental value to be charged to certain parties using facilities, is unavailable on the district’s Web site. It could not be determined whether any additional progress has been made in this area.

### Standard Implemented: Partially

July 2003 Rating:	6
January 2004 Rating:	Not Reviewed
July 2004 Rating:	6
January 2005 Self-Rating:	None Provided
January 2005 New Rating:	6



# Facilities Management

Standard to be addressed		July 2003 rating	January 2004 rating	July 2004 rating	January 2005 rating	Focus for July 2005
1.1	All school administrators should be thoroughly familiar with the California Department of Education, Civil Defense and Disaster Planning Guide for School Officials, 1972. [EC 32000-32004, 32040, 35295-35297, 38132, 46390-46392, 49505, GC 3100, 8607, CCR Title 5 §550, 560, Title 19 §2400]	2	NR	NR	NR	
1.2	The district includes the appropriate security devices in the design of new buildings as well as in modernized buildings. [EC 32020, 32211, 35294-35294.9, 39670-39675]	6	NR	NR	NR	
1.3	The district should be able to demonstrate that a plan of security has been developed, which includes adequate measures of safety and protection of people and property. [EC 32020, 32211, 35294-35294.9]	2	4	NR	NR	<input type="checkbox"/>
1.4	The district should ensure that the custodial and maintenance staffs are regularly informed of restrictions pertaining to the storage and disposal of flammable or toxic materials. [EC 49341, 49401.5, 49411, F&AC 12981, H&SC 25163, 25500-25520, LC 6360-6363, CCR Title 8 §5194]	2	6	2	3	<input type="checkbox"/>
1.5	The district has a documented process for issuing of master and sub-master keys. A districtwide standardized process for the issuance of keys to employees must be followed by all district administrators.	4	NR	4	NR	
1.6	Bus loading and unloading areas, delivery areas, and parking and parent loading/unloading areas are monitored on a regular basis to ensure the safety of the students, staff and community. Students, employees and the public should feel safe at all times on school premises.	3	3	NR	3	<input type="checkbox"/>
1.7	Outside lighting is properly placed and monitored on a regular basis to ensure the operability/adequacy of such lighting and to ensure safety while activities are in progress in the evening hours. Outside lighting should provide sufficient illumination to allow for the safe passage of students and the public during after-hours activities. Lighting should also provide security personnel with sufficient illumination to observe any illegal activities on campus.	4	NR	5	NR	

# Facilities Management

Standard to be addressed		July 2003 rating	January 2004 rating	July 2004 rating	January 2005 rating	Focus for July 2005
1.8	The district has a graffiti and vandalism abatement plan. The district should have a written graffiti and abatement plan that is followed by all district employees. The district provides district employees with sufficient resources to meet the requirements of the abatement plan.	5	NR	NR	7	<input type="checkbox"/>
1.9	Each public agency is required to have on file written plans describing procedures to be employed in case of emergency. [EC 32000-32004, 32040, 35295-35297, 38132, 46390-46392, 49505, GC 3100, 8607] [CCR Title 8, §3220]	2	NR	NR	NR	<input type="checkbox"/>
1.10	Each elementary and intermediate school at least once a month, and in each secondary school not less than twice every school year, shall conduct a fire drill. [EC 32000-32004, 32040, CCR Title 5 §550]	3	NR	NR	5	<input type="checkbox"/>
1.11	Maintenance/custodial personnel have knowledge of chemical compounds used in school programs that include the potential hazards and shelf life. [EC 49341, 49401.5, 49411, F&AC 12981, H&SC 25163, 25500-25520, LC 6360-6363, CCR Title 8 §5194]	2	NR	2	NR	
1.12	Building examinations are performed, and required actions are taken by the Governing Board upon report of unsafe conditions. [EC 17367]	6	NR	NR	NR	
1.13	Each school which is entirely enclosed by a fence or partial buildings must have a gate of sufficient size to permit the entrance of ambulances, police and fire fighting equipment. Locking devices shall be designed to permit ready entrance.	10	NR	NR	NR	
1.14	Sanitary, neat and clean conditions of the school premises exist and the premises are free from conditions that would create a fire hazard. [CCR Title 5 §633]	3	NR	4	5	<input type="checkbox"/>
1.15	The Injury and Illness Prevention Program (IIPP) requires periodic inspections of facilities to identify conditions. [CCR Title 8 §3203]	2	NR	2	NR	
1.16	Appropriate fire extinguishers exist in each building and current inspection information is available. [CCR Title 8 §1922(a)]	3	NR	NR	5	<input type="checkbox"/>
1.17	All exits are free of obstructions. [CCR Title 8 §3219]	9	NR	NR	NR	

# Facilities Management

Standard to be addressed		July 2003 rating	January 2004 rating	July 2004 rating	January 2005 rating	Focus for July 2005
1.18	A comprehensive school safety plan exists for the prevention of campus crime and violence. [EC 35294-35294.9]	3	NR	NR	NR	
1.19	Each public agency is required to have on file written plans describing procedures to be employed in case of emergency. [EC 32000-32004, 32040, 35295-35297, 38132, 46390-46392, 49505, GC 3100, 8607] [CCR Title 8, §3220]	3	NR	NR	5	
1.20	Requirements are followed pertaining to underground storage tanks. [H&SC 25292, CCR Title 26 §477, Title 23 § 2610]	10	NR	NR	NR	
1.21	All asbestos inspection and asbestos work completed in the US is performed by Asbestos Hazard Emergency Response Act (AHERA) accredited individuals. [EC 49410.5, 40 CFR Part 763]	2	4	NR	4	<input type="checkbox"/>
1.22	All playground equipment meets safety code regulations and is inspected in a timely fashion as to ensure the safety of the students. [EC 44807, GC 810-996.6, H&SC 24450 Chapter 4.5, 115725-115750, PRC 5411, CCR Title 5 §5552]	10	NR	NR	NR	
1.23	Safe work practices exist with regard to boiler and fired pressure vessels. [CCR Title 8 §782]	3	5	NR	7	<input type="checkbox"/>
1.24	Materials Safety Data Sheets are maintained. [EC 49341, 49401.5, 49411, F&AC 12981, LC 6360-6363, CCR Title 8 §5194]	2	NR	2	3	<input type="checkbox"/>
1.25	The district maintains a comprehensive employee safety program. Employees are made aware of the district safety program and the district provides in-service training to employees on the requirements of the safety program.	0	5	NR	NR	
1.26	The district conducts periodic safety training for employees. District employees should receive periodic training on the safety procedures of the district.	0	NR	NR	2	<input type="checkbox"/>
1.27	The district should conduct periodic first aid training for employees assigned to school sites.	0	NR	NR	2	<input type="checkbox"/>
2.1	The district should have a long-range school facilities master plan.	0	7	7	NR	
2.2	The district should possess a California State Department of Education Facilities Planning and Construction Guide (dated 1991).	10	NR	NR	NR	
2.3	The district should seek state and local funds.	5	NR	NR	NR	

# Facilities Management

Standard to be addressed		July 2003 rating	January 2004 rating	July 2004 rating	January 2005 rating	Focus for July 2005
2.4	The district is in the process of finalizing a Citizens Oversight Committee to ensure the appropriateness of expenditures related to the recent passage of the district's local school bond measure (Measure M). In essence, this committee will function as an advisory/facility planning type of committee.	9	NR	NR	NR	
2.5	The district should have a properly staffed and funded facility planning department.	5	NR	NR	NR	
2.6	The district should develop and implement an annual capital planning budget.	10	NR	NR	NR	
2.7	The district should have standards for real property acquisition and disposal. [EC 39006, 17230-17233]	5	NR	NR	NR	
2.8	The district seeks and obtains waivers from the State Allocation Board for continued use of its nonconforming facilities. [EC 17284, 17285]	2	NR	NR	NR	<input type="checkbox"/>
2.9	The district has established and utilizes a selection process for the selection of licensed architectural/engineering services. [GC 17302]	9	NR	NR	NR	
2.10	The district should assess its local bonding capacity. [EC 15100]	10	NR	NR	NR	
2.11	The district should develop a process to determine debt capacity.	10	NR	NR	NR	
2.12	The district should be aware of and monitor the assessed valuation of taxable property within its boundaries.	10	NR	NR	NR	
2.13	The district should monitor its legal bonding limits. [EC 15100, 15330]	10	NR	NR	NR	
2.14	The district should collect statutory school fees. [EC 17620, GC 65995, 66000]	0	NR	NR	0	<input type="checkbox"/>
2.15	The district should consider developing an asset management plan.	2	NR	NR	NR	
2.16	The district has pursued state funding for joint-use projects through the filing of applications through the Office of Public School Construction and the State Allocation Board.	7	NR	NR	NR	
2.17	The district has established and utilizes an organized methodology of prioritizing and scheduling projects.	8	NR	NR	NR	

# Facilities Management

Standard to be addressed		July 2003 rating	January 2004 rating	July 2004 rating	January 2005 rating	Focus for July 2005
<b>2.18</b>	The district complies with California Department of Education (CDE) recommendations relative to school site sizing.	0	NR	NR	NR	
<b>2.19</b>	The district should distribute facility funding in an equitable manner to all communities served and to all school levels.	10	NR	NR	NR	
<b>3.1</b>	The district has a restricted deferred maintenance fund and those funds are expended for maintenance purposes only. The deferred maintenance fund should be a stand-alone fund reflecting the revenues and expenses for the major maintenance projects accomplished during the year.	7	NR	NR	NR	
<b>3.2</b>	The district has pursued state funding for deferred maintenance - critical hardship needs by filing an application(s) through the Office of Public School Construction and the State Allocation Board. [State Allocation Board Regulation §1866]	0	NR	NR	NR	☐
<b>3.3</b>	The district applies to the State Allocation Board for facilities funding for all applicable projects.	8	NR	NR	NR	
<b>3.4</b>	The district consistently reviews and monitors its eligibility for state funding so as to capitalize upon maximal funding opportunities.	7	NR	NR	NR	
<b>3.5</b>	The district establishes and implements interim housing plans for use during the construction phase of modernization projects and/or additions to existing facilities.	8	NR	NR	NR	
<b>3.6</b>	The district has established and maintains a system for tracking the progress of individual projects.	4	7	NR	NR	
<b>3.7</b>	Furniture and equipment items are routinely included within the scope of modernization projects.	8	NR	NR	NR	
<b>3.8</b>	The district obtains approval of plans and specifications from the Division of the State Architect and the Office of Public School Construction (when required) prior to the award of a contract to the lowest responsible bidder. [EC 17263, 17267]	8	NR	NR	NR	
<b>3.9</b>	All relocatables in use throughout the district meet statutory requirements. [EC 17292]	2	NR	NR	NR	

# Facilities Management

Standard to be addressed		July 2003 rating	January 2004 rating	July 2004 rating	January 2005 rating	Focus for July 2005
<b>3.10</b>	The district maintains a plan for the maintenance and modernization of its facilities. [EC 17366]	8	NR	NR	NR	
<b>3.11</b>	The annual deferred maintenance contribution is made correctly. The district should annually transfer the maximum amount that the district would be eligible for in matching funds from the state.	10	NR	NR	NR	
<b>3.12</b>	The district actively manages the deferred maintenance projects. The district should review the five-year deferred maintenance plan annually to remove any completed projects and include any newly eligible projects. The district should also verify that the expenses performed during the year were included in the state approved five-year deferred maintenance plan.	10	NR	NR	NR	
<b>3.13</b>	The staff within the district is knowledgeable of procedures within the Office of Public School Construction (OPSC).	8	NR	NR	NR	
<b>3.14</b>	The staff within the district is knowledgeable of procedures within the Division of the State Architect (DSA).	8	NR	NR	NR	
<b>4.1</b>	The district maintains an appropriate structure for the effective management of its construction projects.	7	NR	NR	NR	
<b>4.2</b>	Change orders are processed and receive prior approval from required parties before being implemented within respective construction projects.	8	NR	NR	NR	
<b>4.3</b>	The district maintains appropriate project records and drawings.	0	2	NR	NR	
<b>4.4</b>	Each Inspector of Record (IOR) assignment is properly approved.	9	NR	NR	NR	
<b>5.1</b>	The district complies with formal bidding procedures. [GC 54202, 54204, PCC 20111]	7	NR	NR	NR	
<b>5.2</b>	The district has a procedure for requests for quotes/proposals. [GC 54202, 54204, PCC 20111]	7	NR	NR	NR	
<b>5.3</b>	The district maintains files of conflict-of-interest statements and complies with legal requirements. Conflict of interest statements should be collected annually and kept on file.	2	2	NR	NR	<input type="checkbox"/>

# Facilities Management

Standard to be addressed		July 2003 rating	January 2004 rating	July 2004 rating	January 2005 rating	Focus for July 2005
5.4	The district ensures that biddable plans and specifications are developed through its licensed architects/engineers for respective construction projects.	6	NR	NR	NR	
5.5	The district ensures that requests for progress payments are carefully evaluated.	7	NR	NR	NR	
5.6	The district maintains contract award/appeal processes. [GC 54202, 54204, PCC 2011]	8	NR	NR	NR	
5.7	The district maintains internal control, security, and confidentiality over the bid submission and award processes. [GC 54202, 54204, PCC 2011]	7	NR	NR	NR	
6.1	The district complies with California Department of Education (CDE) requirements relative to the provision of Special Education facilities.	6	6	NR	NR	
6.2	The district provides facilities for its special education programs that ensure equity with other educational programs within the district and provide appropriate learning environments in relation to educational program needs.	6	6	NR	NR	
6.3	The district provides facilities for its special education programs that provide appropriate learning environments in relation to educational program needs.	5	5	NR	NR	
7.1	The district applies for state funding for class size reduction facilities. The district should apply for class size reduction (CSR) facilities funding annually.	10	NR	NR	NR	
7.2	The district has provided adequate facilities for the additional classes resulting from the implementation of class size reduction.	10	NR	NR	NR	
7.3	The district has complied with CDE suggested space requirements relative to the provision of educational environments for the implementation of class size reduction.	10	NR	NR	NR	
7.4	The district has developed a plan for the provision of permanent facilities in which to house its CSR programs.	6	NR	NR	NR	
8.1	An energy conservation policy should be approved by the board of education and implemented throughout the district.	2	3	2	NR	

# Facilities Management

Standard to be addressed		July 2003 rating	January 2004 rating	July 2004 rating	January 2005 rating	Focus for July 2005
<b>8.2</b>	The district should create and maintain a system to track utility costs and consumption and to report on the success of the district's energy program.	2	4	6	NR	
<b>8.3</b>	An energy analysis should be completed for each site.	5	5	NR	NR	
<b>8.4</b>	Cost-effective, energy-efficient design should be a top priority for all district construction projects.	10	NR	NR	NR	
<b>8.4a</b>	The district should be in discussion and working as a team with agencies that can provide professional assistance and funding.	10	NR	NR	NR	
<b>8.4b</b>	The district should act toward improving the energy efficiency of all sites, including those not included in the local bond.	8	NR	NR	NR	
<b>8.4c</b>	The district should analyze the possibility of using alternative energy sources as a means to reducing the financial impact of utilities on the district.	0	NR	NR	4	
<b>8.5</b>	Adequate maintenance records and reports are kept, including a complete inventory of supplies, materials, tools and equipment. All employees required to perform maintenance on school sites should be provided with adequate supplies, equipment and training to perform maintenance tasks in a timely and professional manner. Included in the training is how to inventory supplies and equipment and when to order or replenish them.	7	NR	NR	NR	
<b>8.6</b>	Procedures are in place for evaluating the work quality of maintenance and operations staff. The quality of the work performed by the maintenance and operations staff should be evaluated on a regular basis using a board-adopted procedure that delineates the areas of evaluation and the types of work to be evaluated.	4	5	NR	6	<input type="checkbox"/>
<b>8.7</b>	Major areas of custodial and maintenance responsibilities and specific jobs to be performed have been identified. Custodial and maintenance personnel should have written job descriptions that delineate the major areas of responsibilities that they will be expected to perform and will be evaluated on.	5	NR	6	NR	

# Facilities Management

Standard to be addressed		July 2003 rating	January 2004 rating	July 2004 rating	January 2005 rating	Focus for July 2005
<b>8.8</b>	Necessary staff, supplies, tools and equipment for the proper care and cleaning of the school(s) are available. In order to meet expectations, schools must be adequately staffed and staff must be provided with the necessary supplies, tools and equipment as well as the training associated with the proper use of such.	5	NR	6	NR	
<b>8.9</b>	The district has an effective preventive maintenance program. The district should have a written preventive maintenance program that is scheduled and followed by the maintenance staff. This program should include verification of the completion of work by the supervisor of the maintenance staff.	7	NR	NR	NR	
<b>8.10</b>	Toilet facilities are adequate and maintained. All buildings and grounds are maintained. [CCR Title 5 § 631]	5	NR	5	NR	
<b>8.11</b>	The district has implemented a planned program maintenance system. The district should have a written planned program maintenance system that includes an inventory of all facilities and equipment that will require maintenance and replacement. This program should include purchase prices, anticipated life expectancies, anticipated replacement timelines and budgetary resources necessary to maintain the facilities.	3	5	NR	5	<input type="checkbox"/>
<b>8.12</b>	The district has a documented process for assigning routine repair work orders on a priority basis.	6	NR	NR	NR	
<b>9.1</b>	The district has developed a plan for attractively landscaped facilities.	6	NR	6	NR	
<b>9.2</b>	The goals and objectives of the technology plan should be clearly defined. The plan should include both the administrative and instructional technology systems. There should be a summary of the costs of each objective and a financing plan should be in place.	7	NR	7	6	<input type="checkbox"/>
<b>9.3</b>	The Governing Board shall provide a warm, healthful place in which children who bring their own lunches to school may eat their lunch. [EC 17573, CCR Title 5 §14030]	7	NR	NR	NR	
<b>9.4</b>	The Governing Board of every school district shall provide clean and operable flush toilets for the use of pupils. [EC 17576, CCR Title 5 §14030]	5	NR	NR	NR	

NR - Not Reviewed

- Targeted for Review

# Facilities Management

Standard to be addressed		July 2003 rating	January 2004 rating	July 2004 rating	January 2005 rating	Focus for July 2005
9.5	The district has plans for the provision of extended day programs within its respective school sites. [EC 17264]	5	NR	NR	NR	
9.6	The district has developed and maintains a plan to ensure equality and equity of its facilities throughout the district. [EC 35293]	6	NR	NR	NR	
9.7	All schools shall have adequate heating and ventilation.	8	NR	NR	NR	
9.8	All schools shall have adequate lighting and electrical service.	8	NR	NR	NR	
9.9	Classrooms are free of noise and other barriers to instruction. [EC 32212]	9	NR	NR	NR	
9.10	The learning environments provided within respective school sites within the district are conducive to high quality teaching and learning.	7	NR	NR	NR	
9.11	Facilities within the district reflect the standards and expectations established by the community.	7	NR	NR	NR	
10.1	The district should have a plan to promote community involvement in schools.	6	NR	6	NR	
10.2	Education Code section 38130 establishes terms and conditions of school facility use by community organizations, in the process requiring establishment of both "direct cost" and "fair market" rental rates, specifying what groups have which priorities and fee schedules.	6	NR	6	6	
10.3	Districts should maintain comprehensive records and controls on civic center implementation and cash management.	0	4	3	NR	☐
11.1	The district's public information office should coordinate a full appraisal to students, staff and community of the condition of the district's facilities.	8	NR	NR	NR	
11.2	The district should apprise students, staff and community of efforts to rectify any substandard conditions.	8	NR	NR	NR	
11.3	The district should provide clear and comprehensive communication to staff of its standards and plans.	8	NR	NR	NR	
11.4	All stakeholder groups should be directly involved in a meaningful manner regarding the district's facilities.	8	NR	NR	NR	